

The Town of St. Albans  
PLANNING COMMISSION MINUTES  
Meeting held via Zoom Conference Call  
June 23<sup>rd</sup>, 2020 at 6:30 p.m.

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Minutes

**Present:** Erin Creley, Casey Toof, Anne Pomeroy, Hannah Rounds  
**Staff Present:** Ned Connell, AJ Johnson, Administrative Assistant

Zoom Meeting ID: 871-7427-0744

**CALL TO ORDER**

E. Creley called the meeting to order at 6:30 p.m. Due to a lack of an American flag, the Pledge of Allegiance was not recited.

**REVIEW DRAFT STORMWATER UTILITY/ORDINANCE BY STANTEC**

A. Ludlow of Stantec Consulting returned to the PC with changes to the Utility/Ordinance as requested by the PC. N. Connell noticed some typographical errors but suggested the PC overlook them during the review and allow the staff to make those changes.

The fee is intentionally left out of the ordinance (similar to Colchester's methodology), so updating the ordinance and updating the fees are not attached to each other. Instead, the ordinance could reference seeing the Town website for the current fees.

Definitions were given for Single Family Residence (Single Family Residence, which is intended to mean detached Single-Family Homes, duplexes and Triplexes) and Non-Single-Family Residence (which is intended to mean all types of developed property in the Town except Single Family Residences). There was some discussion regarding if the definition of Single-Family Residence would be confusing since it is different than the definition used for the Zoning Bylaws. N. Connell stated he would ask the Zoning Administrator to look over the definitions.

There was discussion regarding how condo units would be charged as well as Mobile Home Parks.

The PC brainstormed how an appeal process might work and if billing should be done annually, or quarterly like tax payments. They also discussed how the revenues would be collected and retained. Ultimately, they agreed the revenues should be up to the Selectboard to handle.

A. Ludlow will continue working on the draft and return it to the PC for additional review.

**REVIEW DRAFT BICYCLE AND PEDESTRIAN IMPACT FEE ORDINANCE**

E. Creley asked if the draft needed to be discussed since the PC did not have documents in hand to review. N. Connell explained he had been a lot of thought into the draft and would send it out the following day, but one of the key changes proposed is under the fee section. Rather than \$150 per new Residential Dwelling Unit, N. Connell is suggesting \$350 which is more in line with the other Impact Fees. The fee for Commercial uses would be \$350 per new 1,000 square feet. Additionally, there is a policy statement for the Selectboard which would state they would annually allocate \$75,000 or 8.5% of the Local Option Tax revenue, whichever is less to be used for sidewalk development. N. Connell asked the PC to generate their comments on the proposed draft Bicycle and Ped. And save them for a future meeting.

**CORRESPONDENCE**

The PC received correspondence from the Town of St. Albans. The Town Plan was adopted by the Selectboard. N. Connell stated he would send copies to anyone who would like.

**PUBLIC COMMENT**

N. Connell stated the Town will be applying for a grant for the Stormwater projects in the Tanglewood Drive area.

**OTHER BUSINESS**

None.

**MINUTES**

**MOTION: C. Toof made a motion to approve the minutes from June 9th. A. Pomeroy seconded. All in favor, none opposed, motion carried.**

**SCHEDULE**

Next Meeting: July 14<sup>th</sup>

**ADJOURNMENT**

**MOTION: A. Pomeroy made a motion to adjourn the meeting at 8:15 p.m. All in favor, none opposed, motion carried.**

Respectfully submitted,  
AJ Johnson, Administrative Assistant

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**Erin Creley, Chair**

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**Date**

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**Casey Toof, Vice Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Anne Pomeroy**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Hannah Rounds**

\_\_\_\_\_  
**Date**

